



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Office of Medicaid
Office of Long Term Services and Supports
One Ashburton Place, 5th Floor
Boston, Massachusetts 02108



CHARLES D. BAKER
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Memo

DANIEL TSAI
Assistant Secretary for
MassHealth
www.mass.gov/eohhs

TO: PCM Agencies
FROM: Liz Goodman, Director Office of Long Term Services and Supports
DATE: August 9, 2016
RE: Overtime Approval Temporary Waiver of Signature Requirement

In accordance with the MassHealth Personal Care Attendant (PCA) regulation at 130 CMR 422.420(A)(5)(b), consumers must not schedule a PCA to work more than 40 hours per week unless the consumer requests and obtains from MassHealth a time-limited approval to schedule a PCA to work overtime pursuant to 130 CMR 422.418(C). PCAs are required to adhere to the 40 weekly hour limit or their approved overtime hours limit in accordance with the MassHealth PCA regulations at 130 CMR 422.419(C)(3) and (4) and may be subject to sanctions for violating this provision.

Consumers who request an overtime approval to schedule a PCA to work overtime must use the attached MassHealth PCA Program Overtime Approval Request form. Personal Care Management (PCM) agencies will manage the verification and submission of these forms to MassHealth.

The Overtime Approval Request form includes a section that requires the signatures of the consumer, or surrogate if applicable, and the PCA. During the implementation of this new form, MassHealth recognizes that the volume of requests for overtime approval is expected to be high and that the process to obtain signatures has the potential to delay the submission of overtime approval requests to MassHealth.

To address this concern and ensure timely submission of Overtime Approval Request forms during the initial implementation of this new form, MassHealth is **TEMPORARILY** waiving the requirement of the consumer/surrogate and the PCA to provide signatures on the *initial* Overtime Approval Request form, for Continuity of Care requests only.

MassHealth is waiving the signature requirement for those consumers seeking the Continuity of Care only for *initial* overtime approval requests submitted on or before **September 16, 2016**. Any Overtime Approval Request forms submitted after September 16, 2016 must contain the required signatures.

The waiver of the signature requirement for Consumers and PCAs does not apply to the attestation section for the Personal Care Management Agency.

IMPORTANT: Maintain this document along with each overtime approval form submitted without an original signature of the consumer/surrogate or PCA submitted prior to September 16, 2016.

